



**GRANTS BUDGET REVIEW COMMITTEE
FINAL MINUTES**

September 15, 2011

8:00 a.m. - 9:00 a.m.

Arizona Developmental Disabilities Planning Council
1740 West Adams Street, Suite 204
Phoenix, Arizona 85007

A standing committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on September 15, 2011 at the ADDPC, 1740 West Adams, Suite 201, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the DDPC.

Members Present

Susie Cannata, Chair, Teleconference John Black, Teleconference John Eckhardt, Teleconference Tim Martin, Teleconference Rhonda Webb, Teleconference
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Staff/Guests Present	Members Absent
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Larry Clausen, Executive Director Marcella Crane, Contracts Manager Lani St. Cyr, Fiscal Manager	Greg Devorce
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A. Call to Order:

Susie Cannata welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC) Grants standing committee meeting. Meeting was called to order at 8:05 a.m.

B. ACDL Legal Manual Year 2 Renewal / Additional Information for Review

The Executive Director of the ACDL was requested to provide a revised budget summary and budget narrative that broke out the salaries from legal fees to FTE's based on their rate and time devoted to the project over 12 months. In reviewing the revised information, the ACDL did not present the revised budget in the format of FTE for salaries, as it was explained to the Committee that this would cause the ACDL in not having sufficient non-federal funds to meet the required 25% match for the project. The Committee understood the situation and fully supports this project. However, going forward on any new proposals,

the ACDL will need to submit their budget/salaries calculated at an FTE cost to ensure fairness on what is actually being requested by the Council.

- Motion by John Black to approve and forward to the full Council the recommended Year 2 proposal by the AZ Center for Disability Law.
- Motion was seconded by Tim Martin.
- Motion carried.

C. UA Sonoran UCEDD Project SEARCH Year 2 Renewal / Additional Information for Review

Committee Members requested additional information on the Implementation Activities and Timeline with respect to when a host business will be secured. Furthermore, additional information will be requested on additional staffing for Year 2. It is noted that the Committee supports the Project SEARCH concept; however with the lack of progress and barriers encountered in securing a business within a reasonable timeframe in first year, the Committee needs additional information and assurances for possible continuation of funding.

The Sonoran UCEDD provided a benchmark date of October 31, 2011 of when a host business site will be secured. In addition, if the first deadline date is met, by December 15, 2011 additional tasks will be undertaken such as executing the MOU between Sonoran UCEDD, TCH and the host business site; Business Liaison develops rotations and markets program; and the Intern recruitment and selection will take place. If by December 15, 2011 the above mentioned tasks are completed, the Sonoran UCEDD will hire a .25FTE for the remaining 9 months of the contract (January – September 30, 2012) to assist with the implementation of the contract. As such, the Sonoran UCEDD is requesting the Council to support additional funds in the amount of \$14,671 for the part-time staff person to be hired. Furthermore it is understood that if neither of the tasks are achieved by December 15, 2011, then the contract will be terminated.

- Motion by John Black to approve and forward to the full Council the recommended Year 2 proposal by the UA Sonoran UCEDD.
- Motion was seconded by Rhonda Webb.
- Motion carried.

D. UA Sonoran UCEDD Transportation Proposal / Additional Information for Review

The Sonoran UCEDD Transportation proposal, referred to as BASTIIA, **B**uilding **A**ccessible and **S**ustainable **T**ransportation for **I**ncreased **I**ndependence – **A**rizona, is a multi-stage and multipronged community-based project with two ultimate outcomes: (1) to increase accessible transportation capacity for persons with developmental disabilities, their families and caregivers; (2) help these same people achieve greater independence via accessible and sustainable transportation systems.

Additional information was requested in their overall implementation timeline to include an evaluation plan and tasks. The Sonoran UCEDD will spend no more than the first 8 weeks in completing the literature review and needs assessment that will focus on various communities with a population of 82,000 or less. The additional task of identifying the transportation needs and the multiple reasons why transportation is a barrier will be analyzed. Phase 4 encompasses creating an accessible transportation model for pilot in one community and community stakeholders will be identified and engaged to develop a successful transportation model. Phase 5 is a four month evaluation process that will

determine which program elements worked well, which elements need to be modified, and if any program elements should be excluded from future iterations of the plan. Various pre-tests, key informant interviews and focus groups will be utilized. In review of the budget, the Indirect Rate is slightly higher than the approved capped rate at 10%. A revised budget will be necessary.

- Motion by Tim Martin to approve and forward to the full Council the recommended proposal by the UA Sonoran UCEDD.
- Motion was seconded by John Black.
- Motion carried.

E. Call to the Public

No public members were present.

F. Adjourn

A motion to adjourn was requested. Meeting was adjourned at 8:20 am.